



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	October 1, 2015	Closing Date:	October 15, 2015
Job Title:	District Court Clerk II – Criminal/Traffic	Position Type:	Regular Full time
PIN:	N16036	FLSA Status:	Non-Exempt
Location:	District 4, St. Mary's County Leonardtown, Maryland	Grade/Salary:	J6 \$30,761 - \$36,447
		Financial Disclosure:	No

Essential functions: Work involves specialized clerical work and cashiering functions involving court proceedings. Processes all motion for both traffic and criminal by entering all motions into mainframe; pull file; forward to appropriate judge, enter answers; follow judge's instructions for further actions. Processes violation of probation reports for both traffic and criminal by entering into mainframe; pull file; forward to appropriate judge, enter answers; follow judge's instructions for further actions. This clerk performs the final verification and preparation of all traffic and criminal files for the docket. Verifies date case is scheduled, straightens all paperwork, verifies appropriate docket sheets are filed in case jacket. Answers the telephone and assists the public at the counter. This clerk will answer inquiries relating to criminal and traffic matters. Clerk will assist customers with general questions concerning court locations, court dates, times and procedures. This clerk will perform other miscellaneous duties to include filing, boxing old files, stripping files, and assisting clerks in other sections as requested by the County Clerk.

Education: High school diploma or GED.

Experience: One year of related experience.

Skills/Abilities: Knowledge of office practices, procedures and equipment. Ability to operate a personal computer and cash register. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to maintain and use detailed filing systems; ability to exercise tact and understanding in stressful situations; ability to interpret and follow complex directions. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.